
COMMITTEE HANDOVER

ORGANISED FUN



OVERVIEW

OBJECTIVE

Committee Handover period is happening.

Handing over can be a daunting time. The outgoing committee could feel like they're giving away something they have worked hard on and the fear sets in. The new committee can feel overwhelmed with ideas and planning all of the activities.

We gathered some ideas via social media and have put together this resource to share them! We hope it makes committee handover easier and more relaxing for both staff and students.

There are ideas in here for student leaders of student groups, SU staff and sabbatical officers. We recommend using this tool together as a discussion tool.

Thank you to all outgoing committees - you're amazing!
Good luck to all new committees - you are going to be fab!



TOP TIPS: OUTGOING COMMITTEE

MARK THE IDEAS YOU LIKE

The SU still care about you even when you're finishing up in your role. Reach out to them for support and to wrap up any unfinished projects.



Talk about your emotions - you've worked so hard and you've put so much into your group. It's OK to feel emotional!



Have 1-2-1 sessions for each committee role with the old and new committee member so the new member has time to ask role specific questions.



Pass on a useful list of contacts. Great relationship with the local takeaway? Pass it on!



Be open to new ideas - the new committee may have a different approach or you might think their idea won't work, but don't shut it down at this stage.



Set up your LinkedIn profile or add your experience to your LinkedIn - ask the SU and your committee to recommend you.



TOP TIPS: NEW COMMITTEE

MARK THE IDEAS YOU LIKE

The SU are there to support you. Get in contact with them, make yourself familiar with whom you will be working close with.



Ask lots of questions - nothing is too silly! To be the best person for the role, ask all you need to know!



Talk about your emotions when you begin - the first time is always scary.



Have 1-2-1 sessions for each committee role with the old and new committee member so the new member has time to ask role specific questions.



Research what student groups like yours are doing in other universities and colleges. A quick search on Instagram is a good place to start. Use what they've done as inspiration and maybe even arrange a chat with them to share ideas!



Don't be afraid to drive straight in. Start posting during summer and hyping up your club. New students are always looking at your socials.



TOP TIPS: SABBS/SU STAFF

MARK THE IDEAS YOU LIKE

Have a USB with everything on which you pass down every year to the new committee.



Don't like the USB idea? Why not save all the information to a Google Drive to pass down?



Start the training as soon as they're elected. Whilst they are keen to learn!



Include an inventory of what the sport/society owns and where it is stored. Otherwise things seem to go missing.



Review with the last committee what worked/what didn't so the incoming committee can learn from experiences.



Communicate with the new committee off the bat. There is always confusion over when they officially start and can be made to feel left in the dark after they're elected.



YOUR IDEAS

**WHY NOT WRITE DOWN SOME
OF YOUR OWN TIPS?**



STUDENT GROUP: BRAINSTORM

IDEAS FOR THE YEAR

Use the space below to brainstorm your ideas for your club/society to work towards in the year. Review this at the end of the year to see all that you have achieved.



STUDENT GROUP: FINANCES

WHAT'S OUR BUDGET?

Your SU can help with planning your budget and will have guidance that is specific for your SU. They may also have funding available for some activities. This tool can help you with your initial budgeting.

WHAT ACTIVITIES AND EVENTS ARE YOU OFFERING?

WHAT DOES IT COST TO ORGANISE THEM?

WHAT EXTRA BENEFITS ARE THERE TO MEMBERSHIP OF YOUR GROUP?

WHAT DOES IT COST TO ARRANGE THESE BENEFITS?

WHAT ARE YOUR TOTAL COSTS FOR YOUR GROUP THIS YEAR?

HOW MUCH FUNDING OR SPONSORSHIP DO YOU NEED?

HOW MUCH DOES MEMBERSHIP COSTS PER PERSON?